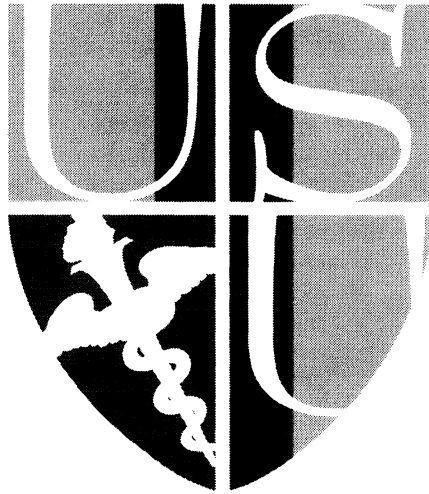


**USUHS
INSTRUCTION
6101**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Support of Field Training Exercises

Instruction 6101

JUL 27 2001

(BDE)

ABSTRACT

This Instruction details the Uniformed Services University of the Health Sciences (USUHS) policy, procedures, and responsibilities for support of field training exercises (FTX). These exercises are a central part of the USUHS mission. This instruction requires all Medical Service Corps (MSC) Officers (O-1 through O-4) and enlisted personnel (E-1 through E-8) to support these exercises, and provides the guidelines for this requirement.

A. Reissuance and Purpose.

This Instruction reissues USUHS Instruction 6101^a to ensure that:

1. Field medical training exercises directly support the University's mission, as well as symbolize the uniqueness of the USUHS.

2. This Instruction reissues USUHS Instruction 6101^a, provides guidance and establishes policy, responsibilities, and procedures for the support of field training exercises. It incorporates substantive procedural changes.

B. Reference. See Enclosure 1.

C. Applicability and Scope. This Instruction applies to all uniformed personnel assigned to USUHS and to all department chairs and supervisors who have uniformed personnel reporting to them.

D. Policy.

It is USUHS Policy that:

1. Field training is a crucial part of the mission and academic process of the University. Currently, the Department of Military and Emergency Medicine (MIM) conducts four exercises each year: Field Training Exercise Kerkesner (June) and Operation Bushmaster (September, November, and January). These exercises provide military medical field training for uniformed students, staff, and faculty.

2. The University Brigade shall support MIM with the personnel and logistical support necessary to conduct these exercises.

3. All USUHS-assigned Medical Service Corps officers (pay grade O-1 to O-4) and enlisted personnel (pay grade E-1 to E-8) are required to support these field training exercises. The number of exercises individuals will be required to support varies according to mission and manning requirements. All E-1 to E-6 personnel must support two operations per year; and, all E-7

to E-8 and O-1 to O-4 MSC officers must support one operation per year.

4. It is imperative that the exercises have the appropriate staffing support necessary to ensure a safe and properly executed exercise. Establishing this policy as a USUHS Instruction carrying the signature of the University President clarifies that no department or individual can consider the requirements described herein as optional.

E. Responsibilities.

1. The Brigade Commander bears the overall responsibility for ensuring that all personnel and logistical requirements requested by MIM to support the field training exercises are provided. The Headquarters Company Commander, the Brigade Senior Enlisted Advisor, and the Operations Officer shall assist the Brigade Commander in this responsibility.

2. The MIM/Brigade Operations Section (S3) shall:

a. Prepare, publish, and track personnel tasking memoranda, coordinate with outside agencies for equipment and supplies as necessary, and maintain historical files of exercise support.

b. Make maximum use of personnel from outside agencies (such as the Army Reserve, National Guard, Walter Reed Army Medical Center, Andrews Air Force Base, National Naval Medical Center, Marines, etc.) to support each exercise.

c. Ensure that Uniformed personnel, during field exercises, are assigned positions with duties commensurate with their rank, training, and abilities to the greatest extent possible.

3. The Department of Military and Emergency Medicine (MIM) shall:

a. Schedule the field training exercises as part of the academic curriculum.

b. Provide the S3 with the dates of each exercise and identify the personnel and equipment requirements to support them.

4. Department Chairs of enlisted personnel and Medical Service Corps officers shall:

a. Ensure that their section supervisors adjust work-loads as necessary to enable their personnel adequate time to meet this requirement.

b. In the event of the inability on the part of the supervisor or the Uniformed participant to meet the tasking requirements, supervisors must immediately inform the Brigade Commander and designate an alternate operation that they will be able to support.

5. The University Health Clinic shall provide medical coverage for each exercise in the form of the Exercise Surgeon and a medical aid person.

F. Procedures.

1. MIM must provide the S3 with its personnel requirements no later than February 15 of each year for the upcoming June through January exercises.

2. No later than March 1, the S3 will submit a tasking request, signed by the Brigade Commander, for enlisted personnel and Medical Service Corps officers who have been identified for participation in the upcoming June through January exercises, by the Department Chairs.

3. Department Chairs will designate personnel to support the exercises in

compliance with manning requirements, submit their department designations to the S3 no later than March 15, and inform their section supervisors and the tasked uniformed personnel of the schedule. If a Department Chair concludes that supporting the tasking would seriously jeopardize the Department's mission, the Chair may submit a Request for Release (*Enclosure 2*) to the Brigade Commander for consideration no later than March 15.

4. All Medical Corps and Medical Service Corps officers who are not specifically tasked may volunteer (with their supervisor's approval) to support any exercise. Volunteers will coordinate their participation with the Military and Emergency Medicine's Course Director.

5. The S3 will collate all departmental input. Together with the Headquarters Company Commander and Department leaders, they will then coordinate refinements to ensure each exercise is appropriately supported with the sufficient number and rank allotment of troops. The S3 will then publish a final tasking letter showing which personnel will support each of the field

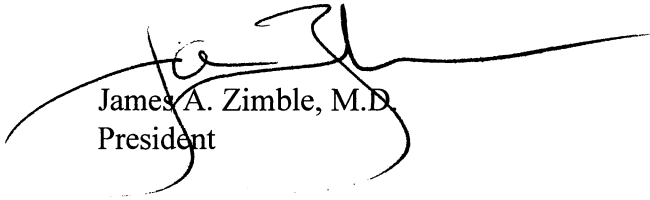
training exercises, and submit it to the Brigade Commander for approval no later than April 15.

6. The Brigade Commander will approve the tasking letter and distribute it to all Department Chairs, supervisors, and leaders no later than April 20. Assignments are then "locked in." Changes can only be made by a supervisor through the Brigade Commander on an emergency basis.

7. Following each exercise, the S3 will document participation in the exercise by uniformed personnel in order to credit the uniformed participants as having fulfilled their obligation and to ensure that the total man-hours of support for the training is in accordance with USUHS Instruction 1326, "Enlisted Training Program."

8. Individuals who cannot participate in their assigned exercise will be assigned to a later exercise as determined by mission needs and in accordance with their supervisors' recommendations as appropriate.

G. Effective Date. This Instruction is effective immediately.



James A. Zimble, M.D.
President

Enclosure:

1. Reference
2. Sample Request for Release

REFERENCES

- (a) USUHS Instruction 6101, Enlisted Support of USUHS Field Training Exercise, June 28, 1988 (hereby canceled).
- (b) USUHS Instruction 1326, Enlisted Training Program, July 1996.

SAMPLE REQUEST FOR RELEASE

MEMORANDUM FOR BRIGADE COMMANDER, USUHS

SUBJECT: Request for Release

1. Request that SSgt John Doe be released from attending the September 20XX Operation Bushmaster Exercise.
2. During the dates of the exercise, our office will be tremendously busy processing all end-of-year financial documents for the University. SSgt Doe's absence would adversely impact our ability to accomplish this important mission because he is a key person in ensuring that this essential documentation is processed properly.
3. SSgt Doe will be available to support the November or January Bushmaster Exercise or the June Field Training Exercise Kerkesner. Please notify this office as to the selected exercise.
4. Thank you for your assistance in this matter.

Robert Jones
Director, Financial Management

DUPLICATING CENTER SERVICE REQUEST

Requester Name Rose Mary Mangos

Phone Number _____

Department A S D Cost Center No Charge

Date IN 7/27/01 Date DUE 7/27/01

No. Pages 5 No. Copies A

Document Title Support of Field Training Exercises

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Additional Detailed Instructions

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4	Director, Review & Evaluation	SB	2/27/01 - See comments		
5	Records Manager	CJ	4/16/01		
6	OPR (BDE)	SP	4/24/01		
7	Director, Admin Support Division	SP	4/26/01		
8	V.P., Administration & Management	Dix 6/15/01			7/11/01
	Dean, School of Medicine	Dix 7/13/01			
9	Executive Assistant				
10	President		7/24/01		
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<p>FROM: Administrative Support Division SARITA FERRAO 295-9388</p>					